



**POSITION VACANCY ANNOUNCEMENT**  
**City of Seguin**  
**"An Equal Employment Opportunity Employer"**

**GRANTS COORDINATOR**

**#1416**

**03/24/16**

Under general supervision this position is responsible for researching and writing grant proposals/applications and submits timely and accurate reports for all existing grant funded projects. Acts as City's point of contact for grant application submittals and reporting to state, federal and private funding agencies; facilitates effective implementation of projects, monitors expenditures, and prepares required written reports. Knowledge of laws pertaining to grants and contract administration; administrative analysis and statistical preparation and experience in overseeing required reporting. Requires Bachelor's degree in Accounting, Finance, General Business, Planning or comparable field plus three years of related experience; experience with Microsoft Word and Excel; and a Class "C" Texas driver's license with good driving record. Must be able to successfully complete pre-employment drug screen. Starting salary is \$40,945/annual. Applications accepted at City Hall, 205 N. River, Seguin, Texas 78155. 830-401-2473. Position open until filled. [www.seguintexas.gov](http://www.seguintexas.gov) EOE